

SPECIFICATIONS FOR SECURITY GUARD SERVICE

1. SECURITY GUARD SERVICE FOR PROPERTY FORMERLY KNOWN AS THE REGION IV COMPLEX LOCATED AT 120 STATE STREET, JACKSON, TN.

THE SECURITY GUARD PERSONNEL WILL BE SUPPLIED A SMALL OFFICE AREA TO SET UP GUARD STATION. THIS LOCATION WILL BE ESTABLISHED IN THE OLD DISTRICT 44 BUILDING. THROUGHOUT REMAINDER OF DOCUMENT MENTIONING GUARD STATION, THIS IS THE LOCATION BEING REFERRED TO.

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I. SCOPE

A. SCOPE OF SERVICES:

TO PROVIDE SECURITY GUARD SERVICE ON A 10 HOUR PER DAY, SEVEN DAY PER WEEK BASIS, WITH NO EXCEPTION, FOR BUILDINGS AND SURROUNDING GROUNDS OWNED BY THE STATE. SERVICE SHALL ENCOMPASS PERIMETER PATROLS OF GROUND AND VISUAL SURVEILLANCE OF BUILDING EXTERIORS.

B. BUILDINGS:

SURVEILLANCE OF BUILDINGS & PARKING LOTS LOCATED @ 120 STATE STREET.

II. GENERAL REQUIREMENTS AND INFORMATION

A. THE CONTRACT SECURITY COMPANY MUST BE LICENSED IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 62, CHAPTER 35, PRIVATE PROTECTIVE SERVICES. THE SECURITY COMPANY WILL HAVE WRITTEN BACKGROUND CHECKS ON ALL ITS EMPLOYEES ASSIGNED DUTIES ON STATE PROPERTIES OR UNDER STATE CONTRACTS, AVAILABLE IMMEDIATELY UPON REQUEST OF THE FACILITY ADMINISTRATOR, MR. FRANK HORNSBY.

B. CRITERIA FOR QUALIFICATIONS ARE DEFINED BY THIS EVENT TERMS AND CONDITIONS. MINIMUM REQUIREMENTS ARE AS FOLLOWS:

*BUSINESS- MINIMUM ONE (1) YEARS IN SECURITY GUARD OPERATIONS AND BUSINESS.

*REFERENCES- MINIMUM THREE (3) CURRENT CONTRACTS IN WITH SATISFACTORY/ EXCEPTIONAL PERFORMANCE & SERVICE

B. SECURITY GUARD AND QUALIFICATIONS:

1. SECURITY GUARD(S) ASSIGNED TO WORK UNDER THIS CONTRACT AGREEMENT SHALL BE IN GOOD MENTAL AND PHYSICAL HEALTH AND CAPABLE OF PERFORMING THE ASSIGNED WORK. GUARDS SHALL POSSESS BINOCULAR VISION CORRECTABLE TO 30/30 (SNELLEN), AND BE FREE OF COLOR BLINDNESS AND BE ABLE TO HEAR ORDINARY CONVERSATION AT FIFTEEN (15) FEET WITH OR WITHOUT BENEFIT OF A HEARING AID.
2. SECURITY GUARD(S) ASSIGNED TO WORK UNDER THIS CONTRACT AGREEMENT SHALL POSSESS GOOD COMMUNICATION SKILLS, BE LITERATE TO THE EXTENT OF READING AND UNDERSTANDING PRINTED REGULATIONS, WRITTEN ORDERS, TRAINING INSTRUCTIONS AND MATERIALS AND BE ABLE TO COMPLETE ACCURATE REPORTS AS REQUIRED.

NOTE: SECURITY GUARDS MUST BE ABLE TO SPEAK AND UNDERSTAND ENGLISH AND HAVE THE ABILITY TO READ THE ABOVE LISTED PRINTED DOCUMENTATION WHICH IS WRITTEN IN ENGLISH.

3. SECURITY PERSONEL IDENTIFIED BY CONTRACTOR TO PROVIDE SERVICES SPECIFIED ARE SUBJECT TO ADDITIONAL PERSONAL BACKGROUND INQUIRY BY TENNESSEE LAW ENFORCEMENT AGENCY (S) AT THE REQUEST OF THE DEPARTMENT OF TRANSPORTATION . THIS MAY INCLUDE AN INQUIRY UTILIZING THE NATIONAL CRIME COMPUTER NETWORK REVIEW AND A VALID DRIVERS LICENSE RECORD REVIEW (I.E. A TENNESSEE DRIVERS LICENSE PREFERRED.) VENDOR TO BE RESPONSIBLE FOR ALL ASSOCIATED COSTS.

4. ALL GUARDS USED TO PERFORM THE SERVICES OF THIS CONTRACT MUST BE EMPLOYED BY THE CONTRACT SECURITY COMPANY

*BE LICENSED, AND HAVE IN THEIR POSSESSION THEIR UNARMED SECURITY GUARD LICENSE WHILE IN THE PERFORMANCE OF THEIR DUTIES

*EACH SECURITY OFFICE IS REQUIRED TO HAVE AT LEAST ONE (1) YEAR EXPERIENCE AS A MILITARY OR CIVILIAN SECURITY OFFICE, OR A CERTIFIED POLICE OFFICER

* EACH SECURITY OFFICER'S MINIMUM AGE IS ESTABLISHED AT 21 YEARS OF AGE

*EACH SECURITY OFFICER(S) MUST BE A HIGH SCHOOL GRADUATE, OR HAVE EARNED A GED DIPLOMA

* EACH SECURITY OFFICER(S) SHALL HAVE NO RECORD OF CONVICTION FOR FELONY OFFENSE(S)

NOTE: THE SUCCESSFUL VENDOR IS TO PROVIDE TO THE FACILITY ADMINISTRATOR AFTER THE AWARD A LIST OF GUARDS THEY PLAN TO USE TO FILL POSTS OUTLINED IN THE SPECIFICATIONS OF THIS EVENT. THE LIST PROVIDED BY THE VENDOR SHALL INCLUDE GUARD'S NAME, LICENSE NUMBER, PROOF OF EXPERIENCE, AGE EDUCATION, AND VERIFICATION OF NO FELONY CONVICTION(S).

5. ALL GUARDS ASSIGNED BY THE CONTRACT SECURITY COMPANY SHALL BE PRESENTED TO THE FACILITY ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE OF THE FACILITY ADMINISTRATOR'S OFFICE PRIOR TO BEING ASSIGNED TO ANY POST. THE PURPOSE OF SUCH PRESENTATION BEING TO ALLOW THE STATE AN OPPORTUNITY TO CONCUR WITH THE ASSIGNMENT OF ANY PERSON THE CONTRACT SECURITY COMPANY MAY PRESENT. WHEN ARRIVING FOR SUCH PRESENTATION, THE SECURITY OFFICER CANDIDATE SHALL BE IN UNIFORM IDENTICAL TO THAT WHICH SHALL BE WORN DURING REGULAR SHIFT ASSIGNMENTS. THE STATE SPECIFICALLY RESERVES THE RIGHT TO APPROVE OR DIS-APPROVE ANY PERSON BEING ASSIGNED A POST, PRIOR TO ASSIGNMENT TO ANY STATE POST (NEW EMPLOYEES), AND FURTHERMORE MAY WITHDRAW APPROVAL WHICH WAS PREVIOUSLY GRANTED BASED ON ACTIONS OF THE SECURITY OFFICER OR UPON LEARNING OF INFORMATION ABOUT SAID OFFICER THAT WAS NOT KNOWN PRIOR TO OFFICER BEING ASSIGNED, AND EMPLOYMENT OF THE PERSON IN A STATE BUILDING WOULD NOT BEING THE BEST INTEREST OF THE STATE.

6. THE CONTRACTOR SHALL FURNISH ALL APPROPRIATE UNIFORM SUPPLIES AND EQUIPMENT NECESSARY TO PERFORM THE SERVICES REQUIRED BY THIS CONTRACT, TWO-WAY RADIO EQUIPMENT, IDENTIFICATION TAGS, FORMS, REGISTERS, UNIFORMS WILL INCLUDE BLAZERS, TIES, DRESS SHIRTS OR BLOUSES AND SLACKS OR SKIRTS, AND CLEAN POLISHABLE FOOTWEAR. APPROPRIATE COMPANY AND POSITION IDENTIFICATION SHALL BE PLAINLY VISIBLE ON OUTER GARMENTS. ALL UNIFORMS SHALL BE CONSISTENT IN COLOR, DESIGN, AND APPEARANCE THROUGHOUT THE STATE FACILITIES SERVICED UNDER THIS CONTRACT. AN

ALTERNATE UNIFORM CONSISTING OF A SHORT SLEEVE SHIRT WITH COMPANY AND POSITION IDENTIFICATION, SLACKS, OR SKIRT, MAY BE AUTHORIZED BY THE CHIEF SECURITY OFFICER FOR SUMMER WEAR. ALTERNATE UNIFORMS FOR SPECIAL CIRCUMSTANCES WILL BE APPROVED BY THE FACILITY ADMINISTRATOR. ALL SECURITY OFFICERS ARE TO BE IN UNIFORM AT ALL TIMES WHEN ON DUTY. UNIFORMS ARE EXPECTED TO BE NEAT, CLEAN, PRESSED, PROPERLY SIZED, AND THE APPEARANCE/CONDITION OF THE UNIFORM SHALL BE GOOD. SECURITY OFFICERS WILL WEAR PROPER IDENTIFICATION.

C. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES:

1. THE CONTRACTOR SHALL DEVELOP, WITHIN (30) DAYS OF THE CONTRACT AWARD, A POLICY AND PROCEDURES MANUAL FOR AN EFFECTIVE SECURITY PROGRAM FOR THE AREAS SPECIFIED. THE MANUAL IS TO INCLUDE METHODS OF CONTROL AND SPECIFIC DUTIES AND SUBJECT TO THE REVIEW AND APPROVAL OF THE STATE. ONE (1) COPY OF THIS PLAN IS TO BE MADE AVAILABLE AT GUARD STATION AT ALL TIMES AND TWO (2) COPIES ON FILE WITH THE FACILITY ADMINISTRATOR'S OFFICE. (FRANK HORNSBY)
2. THE CONTRACTOR IS TO PROVIDE UNIFORMED AND UNARMED SECURITY GUARD SERVICE FOR THE BUILDINGS AND GROUNDS AS SPECIFIED.
3. THE CONTRACTOR SHALL FURNISH ALL APPROPRIATE UNIFORMS, SUPPLIES & EQUIPMENT NECESSARY TO PERFORM THE SERVICES REQUIRED BY CONTRACT AGREEMENT (UNIFORMS, IDENTIFICATION TAGS, TIMESHEETS, ETC.)
4. THE CONTRACTOR IS TO PROVIDE SECURITY PERSONNEL TO MANAGE A SPECIFIED NUMBER OF SHIFTS AS DESIGNATED FOR THE PERFORMANCE OF THIS CONTRACT AGREEMENT.
5. THE CONTRACTOR IS EXPECTED TO ACCEPT TOTAL RESPONSIBILITY AND PROVIDE PERSONAL SUPERVISION FOR THOSE PERSONS WITHIN THEIR EMPLOYMENT. THE CONTRACTOR SHALL DESIGNATE SUPERVISOR AND/OR A FIELD SUPERVISOR. THE DESIGNATED FIELD SUPERVISOR IS EXPECTED TO FREQUENTLY VISIT THE SECURITY POST AND TO BE ACCOUNTABLE AND/OR RESPONSIBLE & MEET UNEXPECTED SITUATIONS IN A PROFESSIONAL MANNER.
6. THE NAME, ADDRESS, AND TELEPHONE NUMBER OF ALL SECURITY PERSONNEL SHALL BE PROVIDED TO FRANK HORNSBY- FACILITY ADMINISTRATOR.
7. THE CONTRACTOR SHALL PROVIDE, WITHIN THIRTY (30) DAYS OF FINAL APPROVAL OF THE CONTRACT AND IN COORDINATION WITH FRANK HORNSBY, FACILITY ADMINISTRATOR, SHALL DEVELOP AND INSTITUTE AN EMERGENCY PLAN IN CASE OF FIRE AND OTHER EMERGENCIES. ONE (1) COPY OF THIS PLAN IS TO BE AVAILABLE AT GUARD STATION AT ALL TIMES AND TWO (2) COPIES ON FILE WITH FACILITY ADMINISTRATOR.

8. THE STATE OF TENNESSEE SHALL BE EXONERATED OF ALL CORPORATE AND PERSONAL LIABILITIES INCURRED BY EMPLOYEES OF THE CONTRACTOR. THE CONTRACTOR IS EXPECTED TO ASSUME AND PROVIDE FOR EMPLOYEE SAFETY AND ACCEPT RESPONSIBILITY FOR CONTRACTOR'S EMPLOYEE DURING PERFORMANCE OR SERVICE UNDER THIS CONTRACT.

9. INSURANCE REQUIREMENTS:

CRITERIA FOR INSURANCE AND LIABILITY COVERAGE ARE DEFINED BY THE TERMS AND CONDITIONS OF THE SOLICITATION.

D. BUILDING SECURITY AND SAFETY REQUIREMENTS:

1. TOTAL SECURITY SHALL MEAN, BUT NOT LIMITED TO, THE SURVEILLANCE OF BUILDINGS AND GROUNDS OWNED BY THE STATE. TO COMMUNICATE, COOPERATE AND ASSIST LOCAL LAW ENFORCEMENT AND INVESTIGATING AUTHORITIES HAVING JURISDICTION. TO FILE A WRITTEN REPORT OF ALL SUCH INCIDENTS WITH FRANK HORNSBY, FACILITY ADMINISTRATOR.

2. EACH SECURITY OFFICER SHALL LOG AND REPORT ALL UNUSUAL EVENTS DURING THEIR SHIFT. GUARDS ARE EXPECTED TO TAKE ADEQUATE MEASURES BASED UPON CONTRACTOR ESTABLISHED AND APPROVED POLICIES AND PROCEDURES TO PROTECT PROPERTIES OF THE STATE.

3. SECURITY PERSONNEL TO EFFECT RECORDS AND UTILIZE SECURITY FORMS REVIEWED AND APPROVED UPON COMMENCEMENT OF THE CONTRACT. EXAMPLES OF SUCH RECORDS AND FORMS, BUT NOT LIMITED TO, ARE AS FOLLOWS:

*SECURITY POLICY AND PROCEDURES MANUAL
*SHIFT ROSTER
*INCIDENT & ACCIDENT REPORT

4. AFTER INITIAL START AND IMPLEMENTATION OF CONTRACT SERVICES, ANY NEW SECURITY PERSONEL ASSIGNED SHALL BE REQUIRED TO WORK A FULL SHIFT WITH AN EXPERIENCED GUARD PRIOR TO ASSUMING SHIFT AUTHORITY AND RESPONSIBILITIES. THE CONTRACTOR IS EXPECTED TO ABSORB ALL COSTS FOR ORIENTATION AND TRAINING OF NEW SECURITY PERSONNEL.

III. SPECIFICATIONS & SPECIAL SERVICE REQUIREMENTS:

1. TO PROVIDE SECURITY GUARD SERVICE FOR THE EXTERIOR OF THE BUILDINGS, PARKING LOTS, & SURROUNDING GROUNDS OWNED BY THE STATE AT 120 STATE STREET. CONTRACTOR SHALL PROVIDE WITHOUT EXCEPTION SERVICE 10 HRS, 7 DAYS/WEEK AS PER TERM OF CONTRACT AGREEMENT FOR THE AREAS SPECIFIED.

2. DURING SHIFT, THE GUARD WILL MAKE HOURLY INSEPCIONS BY FOOT OF THE PERIMETER AND RECORD IN DAILY LOG.
3. CONTRACTOR SHALL PROVIDE SECURITY SERVICE, WITHOUT EXCEPTION, FOR THE PARKING LOT, EXTERIOR OF BUILDING & SURROUNDING GROUNDS OWNED BT THE STATE.

B. SPECIFICATION: (GENERIC, ALL BUILDINGS)

SPECIFICATION REQUIREMENTS AS WRITTEN ARE STATED IN GENERAL AND GENERIC TERMS. THE LACK OF AND/OR OMISSION OF DETAILED SPECIFICATIONS DOES NOT MINIMIZE ACCEPTABLE LEVELS OF SERVICE AND ONLY THE BEST COMMERCIAL PRACTICES ARE ACCEPTABLE.

1. THE CONTRACTOR SHALL PROVIDE SECURITY SERVICES AS SPECIFIED FOR EXTERIORS OF BUILDINGS, PARKING LOTS AND SURROUNDING GROUNDS OWNED BY THE STATE. THE CONTRACTOR SHALL COMMUNICATE WITH THE FACILITY ADMINISTRATOR (FRANK HORNSBY) AND MUTUALLY AGREE ON PERSONNEL AND A SCHEDULE TO PROVIDE SERVICE S SPECIFIED.
2. THE SECURITY GUARD IS TO OBSERVE PARKING LOT CONDITIONS AND PROHIBIT ANY UNAUTHORIZED PARKING.
3. SECURITY GUARD IS EXPECTED TO TAKE ADEQUATE MEASURES REGARDING APPROVED POLICIES AND PROCEDURES TO PROTECT PROPERTY AND TO ASSIST FRANK HORNSBY, THE FACILITY ADMINISTRATOR IN ANY EMERGENCY SITUATION.

IV. INVOICE INFORMATION:

A. INVOICE

1. INVOICES ARE TO BE ITEMIZED ACCORDING TO CONTRACT REQUIREMENTS AND BE SUBMITTED MONTHLY TO MR. HORNSBY FOR REVIEW AND APPROVAL PRIOR TO PROCESSING.
2. SUPPORTING DOCUMENTATION SHALL ACCOMPANY EACH INVOICE, INCLUDING BUT NOT LIMITED TO, TIME AND ATTENDANCE RECORDS ETC.